

EMPLOYMENT VACANCY

U.S. EMBASSY KOLONIA

POSITION TITLE: SECRETARY TO CHIEF OF MISSION (COM)

DATE: FEBRUARY 12, 2007

NO: VA 07-01

TO: ALL INTERESTED CANDIDATES

OPEN TO: All Interested Candidates

POSITION: Secretary to Chief of Mission

OPENING DATE: February 12, 2007

CLOSING DATE: March 2, 2007

WORK HOURS: Full-time, 40 hours/week, Monday to Friday
8:00 a.m. – 5:00 p.m. (includes 1 hour lunch break)

SALARY: FSN - \$9,410 to \$15,062 p.a.

LENGTH OF HIRE: Permanent position

The U.S. Embassy in Kolonia, Pohnpei, Federated States of Micronesia, is seeking an individual for the position of Secretary to the Chief of Mission (COM) in the Ambassador and Deputy Chief of Mission (DCM) Office.

BASIC FUNCTION OF THE POSITION

The employee serves as executive secretary to the Ambassador and the DCM. Performs a range of moderate to complex administrative and secretarial functions, including scheduling of appointments, arranging official travel, coordinating activities of residential staff and submitting monthly official residential expenses, submitting recurring representational vouchers, drafting and finalizing official correspondence, providing telephone and receptionist services, assisting with official visitors and their logistics, and controlling all incoming and outgoing correspondence to the Ambassador.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each of the required selection criteria detailed below with specific and comprehensive supporting information.

1. Higher School certificate or High School diploma is required.
2. Four years progressively responsible secretarial or closely related clerical experience is required.
3. Level 4(Fluency) English is required.
4. Good knowledge of Microsoft Office Suite applications, to include Word, Excel, Access, PowerPoint, Outlook, and Internet Explorer is required.
5. Ability to work under tight deadlines with associated pressure is required.
6. Ability to handle sensitive but unclassified information discreetly is required.
7. Ability to type 30 words per minute is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that candidates address the required qualifications listed above in their application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed EFMs who hold a Family Member Appointment (FMA) appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed Not-Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a non sensitive security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) - available at the U.S. Embassy; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Management Section
U.S. Embassy
P.O. Box 1286
Kolonias, Pohnpei FM 96941

POINT OF CONTACT

Name: Melina Ferrell, HR Assistant
Telephone: (691) 320-2187
Fax: (691) 320-2186

This announcement is on the U.S. Embassy website at **kolonia.usembassy.gov** or **www.fm.usembassy.gov**.

DEFINITIONS

1. AEFM: A type of EFM who is eligible for direct hire employment on either a FMA or Temporarily Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government (USG) agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post or assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under Com authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted their main residence to the host country and has the required work and/or residency permits for employment in country.
5. Non-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs or AEFMs of FS, GS and uniformed service members who are eligible for employment under an American USG pay plan, on official travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 2, 2007

The U.S. Embassy in Kolonia is an Equal Opportunity Employer